IP 700 Series Phone

Basic Features

Making a Call

To make a call using the handset, headset, or speaker:

1. Pick up the handset, or press the speaker key, or if using the headset, press the headset key.
2. Listen for the dial tone.
3. Dial the desired number.

Answering a Call

To answer a call using the handset, headset, or speaker:

1. Pick up the handset, or press the headset key, or press the speaker key.
2. If you have multiple incoming phone lines, press the key next to the extension receiving the call.

Ending a Call

To disconnect from a call, use one of the following:

- Press the **Goodbye** function key.
- Return the handset to the cradle.
- Press the headset key (if using the headset).
- Press the speaker key (if using speaker).

Redialing a Number

To dial the last number called, press the **Redial** soft key on the idle screen.

If the **Redial** soft key is not displayed, press the **More** soft key. The redial history screen will display. Use the navigation arrows to scroll to a previously dialed number, then press the **Dial** soft key.

Transferring Calls

To use unattended transter:

1. During an active call, select the **Transfer** function key.
2. Dial the extension to which to transfer the call.
3. Press the **Transfer** key again when you hear the extension ring. This will disconnect you from the call.

To use attended transter:

1. During an active call, select the **Transfer** function key.
2. Dial the extension to which to transfer the call.
3. Listen for the second call to connect.
4. Press the **Transfer** key to transfer the call.
5. If the party does not answer, press the **Cancel** soft key to disconnect the new call and return to the original call.

Forwarding Calls

To forward calls to another extension:

1. Press the **More** soft key on the idle screen.
2. Press the **Forward** soft key.
3. Enter the extension to which calls will be forwarded.
4. Using the navigation arrows, highlight **All** and press the **Enable** soft key. Press **Ok**.
5. To cancel call forwarding, select the **Forward** soft key and then select **Disable**.

Enabling DND

The Do Not Disturb (DND) feature prevents the phone from ringing or paging over the speaker when incoming calls are received. To enable:

1. Press **Menu**.
2. Press 3 for **Features**.
3. Press **2** for **DND Off**.
4. Select the **DND On** soft key.
5. Press the **Exit** soft key until the idle screen appears, or press **CANCEL** on the navigation bar to return directly to the idle screen.

Conferencing a Call

To conference a third party into the active call:

1. Press the **Conference** function key during an active call. The active call will be placed on hold, and the exclusive hold icon appears.
2. The next available line displays the ringback icon.
3. At the prompt, enter the phone number of the third party to add.
4. When the second call is connected, press the **Conference** key again to add the call to the conference. The conferenced icon will display.

Only three parties can be conferenced at a time. If one party disconnects, another party can be added.

Adjusting LCD Contrast

1. Press **Menu**.
2. Press **2** for **Phone Settings**.
3. Press **5** for **Contrast**.
4. Press the **+** (plus) or **-** (minus) soft keys until the desired contrast is reached.
5. Press the **Ok** soft key or **OK** on the navigation bar.
6. Press the **Exit** soft key until the idle screen appears, or press **CANCEL** on the navigation bar to return directly to the idle screen.

Directory and Call History Shortcuts

Use the arrows on the Navigation Bar to quickly access the Personal Contacts Directory, Placed Calls List, Missed Calls List, or Incoming Calls List.

*This is a basic guide to using your phone. For more detailed information, refer to the **IP 700 Series Phone User Manual**, as well as other resources available at: www.adtran.com/phones.*

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Icons

Icon	Icon Name	Description
	On hook/idle	The line has registered with the SIP server and is available for use.
	Not registered	The line has not registered with the SIP server and is not available for use.
	Alarm bell	The line is receiving an incoming call.
	In use	A call is active on the line.
	Speed dial entry	The line is set to speed dial.
	DND DND - enabled	The first icon indicates that the line key is dedicated to the Do Not Disturb (DND) feature, but is not activated. Once the icon appears with an X through it, DND is activated and incoming lines will not ring.
	Hold	A call is on hold.
	Calls forwarded	The line is forwarded to another extension or number.
	Call conferenced	A three-way conference call is in progress on the line.
	Speaker with volume Speaker with no volume	The plus (+) end of the volume control bar has been pressed to increase volume. The minus (-) end of the volume control bar has been pressed to decrease volume.
	Voicemail	Indicates the user has voicemail.
	Line seized	The line has been seized by another member of a ring group. This icon only displays to the members that did not answer the call. This icon displays for approximately 5 **seconds before being replaced with** the in-use icon.
	Progressing ringback	The line is currently making a call.
	Busy Lamp Field Line is in use	The line is set as a Busy Lamp Field (BLF) and is monitoring another phone that is not in use. The line is set as a Busy Lamp Field (BLF) and is monitoring another phone that is in use.

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Function Keys

Function Key	Appearance	Description
Messages	Messages LED illuminates Blue to indicate message waiting.	The LED can be configured to illuminate solid, flash, or blink to indicate the message count. It can be set to directly access voicemail by pressing the message indicator key. Contact your system administrator for more information.
Hold	Hold	Press to place the current call on hold.
Transfer	Transfer	Press to initiate a call transfer.
Conference	Conference	Press to add a third party to an active call.
Directories	Directories	Press to access the System and Personal Contacts directories, as well as display placed, missed, and incoming call histories.
Goodbye	Goodbye	Press to disconnect from the current call.
Mute	LED flashes Red when active.	Press to silence the speaker, handset, or headset microphone. Press the mute key again to reactivate audio.
Headset	LED illuminates Green when in use.	Indicates that the headset is active. You must have a headset connected to your phone to use this function.
Speaker	LED illuminates Green when active.	Press to enable the speaker.
Volume	+ / -	The ringer volume is adjusted using this function key while the phone is idle. The call volume is adjusted using this function key during an active call. Press the + (plus) end of the key to increase the volume or press the – (minus) end of the key to decrease the volume.

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